

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**



KAFB INSTRUCTION 33-101

15 FEBRUARY 1995

Communications

**RADIO FREQUENCY SPECTRUM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AF Policy Directive 33-1, Command, Control, Communications and Computer (C4) Systems. It establishes procedures at Kirtland AFB (KAFB) for effective radio frequency spectrum management and measuring, intrusion, jamming and interference (MIJI) reporting. Procedures described include requesting, modifying, and deleting temporary and permanent frequency assignments; describing interdepartmental base frequency manager (BFM) and organizational responsibilities; and reporting MIJI on authorized radio frequencies. It applies to all host and associate units.

SUMMARY OF REVISIONS

This instruction is revised to conform with current AF directives and corrects outdated office symbols and titles.

1. BACKGROUND. The frequency spectrum is a national, natural, and finite resource. KAFB uses the frequency spectrum intensively. As a multi-user installation (i.e., Department of Energy, Navy and Army) within the confines of White Sands Missile Range responsibilities, the frequency spectrum must be carefully monitored and controlled. Therefore, all Federal government agencies must adhere to guidelines to preclude interfering with other authorized federal agencies.

2. INTERDEPARTMENTAL RESPONSIBILITIES.

2.1. Any non-DOD unit operating on KAFB must:

2.1.1. Provide a point of contact for resolution of frequency matters to the Base Frequency Manager (BFM).

2.1.2. Provide a list of permanent and temporary frequencies to the BFM with a minimum of the following parameters:

- 2.1.2.1. Frequency.
- 2.1.2.2. Emission designator.
- 2.1.2.3. Power (average and or peak).
- 2.1.2.4. Date of termination or renewal.
- 2.1.2.5. Area of use.

2.2. A non-DOD unit is defined as, but not restricted to:

- 2.2.1. Departments of Energy, Justice, Commerce, and Interior.
- 2.2.2. Customs Service, Albuquerque Seismological Lab, Sandia National Laboratories, and marshaling services.

3. Air Force Responsibilities. In addition to those listed in AFI 33-118, Radio Frequency Spectrum Management, the following are additional requirements for KAFB:

3.1. The Base Frequency Manager (BFM) will:

- 3.1.1. Provide frequency management training to all unit points of contact (POC).
- 3.1.2. Maintain a secret clearance so that proper security and coordination can be done with all units at KAFB.

3.2. Host and Associate Air Force Units will:

- 3.2.1. Have the following publications available:
 - 3.2.1.1. AFI 10-707, Spectrum Interference Resolution Program
 - 3.2.1.2. AFI 33-118, Radio Frequency Spectrum Management.
- 3.2.2. Appoint in writing a unit point of contact (POC) to the BFM. If the POC changes, then immediately appoint another person. An alternate POC may also be identified.
- 3.2.3. Coordinate all frequency actions with the unit POC before contacting the BFM.

3.3. 377th Logistics Group (377 LG) will ensure that all documentation requesting military transmitting equipment has the BFM's approval. If it does not, then return the documentation to the originating office for further coordination.

3.4. Phillips Laboratory Contracting Directorate (PL/PK) will ensure that all documentation requesting civilian off-the-shelf transmitting equipment has the BFM's approval. If it does not, then return the documentation to the originating office for further coordination.

4. PROCEDURES.

4.1. The standard frequency action format (SFAF) is used for all DOD frequency actions. AFI 33-118 is the controlling instruction within the Air Force. The SFAF is constructed using numbered line items. Each item pertains to a specific type of information.

4.2. The BFM will assist any unit in getting the correct information for submitting their request.

4.3. All Department of the Air Force units will submit their standard frequency action formats (SFAF) through the BFM. The BFM will in turn send them to the proper MAJCOM agency. Phillips Laboratory is excluded from this requirement, but must provide the BFM copies of all SFAFs submitted.

4.4. All other DOD agencies will provide a list of frequencies and actions to the BFM.

4.5. SFAF actions fall into one of the following categories, all of which have different lead times. The lead time is based on the required date of activation. All lead times are a minimum, and organizations may submit requests at any time. If organizations cannot meet the lead times specified, then submit a letter of justification and impact along with the SFAF.

4.5.1. New request. These actions are for the assignment of new frequencies and, as such, take the longest time. Submit them at least 210 days in advance of the required date.

4.5.2. Modifications. These actions change an existing assignment. They also require 210 days lead time.

4.5.3. Deletions. No lead time required. This action deletes the need for the frequency.

4.5.4. Reviews and Renewals. Submit 75 days ahead of the expiration date. A review is done every five years on permanent assignments and can be recognized by the date in item 142 of the SFAF. A renewal can be recognized by the date in item 141. If a renewal is not completed by the date in item 141, the frequency is deleted.

4.5.5. Temporary and Exercise Requirements. Most exercises are planned in advance. Therefore, lead time for these frequency requests is 75 days. Temporary requests for testing, etc., must also be submitted at least 75 days ahead of planned use date.

4.5.6. Emergency and Contingencies. Contact the BFM immediately.

4.6. Transmitting equipment will not be purchased or used on KAFB until a frequency has been assigned or approved by the BFM. Transmitting without an assignment is in direct violation of Federal regulations. Offending stations will shut down immediately and a letter will be sent to their parent headquarters describing the incident.

5. MEACONING, INTRUSION, JAMMING, AND INTERFERENCE (MIJI). All radio users must be alert for incidents of MIJI. It is the **users and or operator's responsibility to recognize and report MIJI.** MIJI must be reported within 24 hours of occurrence.

5.1. The using activity will prepare reports using AFI 10-707 formats. Security requirements are listed below:

5.1.1. If the BFM determines that the incident is either meaconing, intrusion or jamming, then the report will be classified according to AFI 10-707. As such the incident must not be discussed over the telephone or other nonsecure means of communication.

5.1.2. If it is determined that the incident is interference, then the report will not be classified. It will be sent encrypted for transmission only (EFTO).

5.2. When a MIJI occurs, contact the BFM immediately. MIJI must be solved at the lowest possible level, and in most instances can be solved at the base level.

5.3. Provide the BFM an information copy of all MIJI messages. The message address is: 377 CS KIRTLAND AFB NM//SCTL//

5.4. RESPONSIBILITIES. Frequency management is the responsibility of all users of the radio frequency spectrum. With proper management, the spectrum can be conserved and used to its greatest potential. The BFM at Kirtland AFB can help you with any problem that arises concerning radio frequency use.

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